

DeKalb County, Georgia
Finance – Internal Audit & Licensing
Audit Process

Preliminary Survey

In this phase the auditor gathers relevant information about the unit in order to obtain a general overview of operations. He/She talks with key personnel and reviews reports, files, and other sources of information.

Fieldwork

The fieldwork concentrates on transaction testing and informal communications. It is during this phase that the auditor determines whether the controls identified during the preliminary review are operating properly and in the manner described by the client. The fieldwork stage concludes with a list of significant findings from which the auditor will prepare a draft of the audit report.

Exit Conference

When audit management has approved the discussion draft, Internal Audit meets with the management team and all parties involved to discuss the findings and recommendations. At this meeting, the client comments on the draft and the group works to reach an agreement on the audit findings.

Final Report

Internal Audit prints and distributes the final report to the Chief Operating Officer / Executive Assistant, Chief Financial Officer, operating management of the user department or requesting department, and other parties who may be affected by the recommendations of the audit.

Auditee's Response

The management team has the opportunity to respond to the audit findings prior to issuance of the final report which can be attached to our final report.

In the response, management should explain how report findings will be resolved and include an implementation timetable. In some cases, managers may choose to respond with a decision not to implement an audit recommendation and to accept the risks associated with an audit finding. Management should copy the response to all recipients of the final report if he/she decides not to have their response included/attached to Internal Audit's final report.

Audit Follow-Up (Currently Applies to Trust & Agency Audits)

Within approximately one year of the final report, Internal Audit will perform a follow-up review to verify the resolution of the report findings.